

Date: [Date]

TO: [Name of Motor Carrier / Safety Director]

ADDRESS: [Company Address]

RE: Notice to Preserve Evidence - Electronic Logging Device (ELD) Data

Dear [Name of Contact Person],

This letter serves as a formal notice to preserve all electronically stored information (ESI) and physical records related to the operation of the following vehicle(s) and driver(s) involved in an incident occurring on [Date of Incident] at [Location of Incident]:

- **Driver Name:** [Driver Name]
- **Vehicle Unit Number:** [Unit Number]
- **ELD Provider/System:** [e.g., Samsara, Motive, Geotab]

You are hereby directed to take immediate action to prevent the routine deletion, overwriting, or destruction of all data generated by the Electronic Logging Device (ELD) for the period of [Start Date] through [End Date]. This demand includes, but is not limited to:

1. Raw ELD data files (including CSV or XML formats).
2. Records of Duty Status (RODS) and driver logs.
3. Automatic On-Board Recording Device (AOBRD) data.
4. GPS location history, breadcrumb trails, and geofencing alerts.
5. Engine Control Module (ECM) data and "Hard Braking" or "Critical Event" reports.
6. Sensor data including speed, RPM, and odometer readings.
7. Unassigned driving time reports.
8. Edit logs showing any changes made to the original driver entries.
9. Communications between the driver and dispatch via the ELD interface or mobile application.

Failure to suspend "auto-delete" or "recycling" features of your data management system may result in legal sanctions for the spoliation of evidence. Please confirm receipt of this letter and verify that a litigation hold has been placed on the requested data.

Sincerely,

[Your Name/Law Firm Name]

[Your Phone Number]

[Your Email]